Plaza 5 9300

10/6/54

TO PAGE, BARBER, TOWELL, AGNEW, JAMIESON, AND GERGEN
FROM: C.A. KRAUSE cc: General File
RE: DUTIES FOR PR MEMBER OF THE DAY

Listed below are the duties for the PR Shifter. On your day, it is your responsability that they be carried out, and any criticism levied at the department concerning any of the below, will be your responsability.

1. Courtesies are to be written, typed, and logged. No heeler written courtesy may be aired without the signature of the Shift member of the day. In the case of taped courtesies to be aired, a regular courtesy sheet is to be made out, with logged times, signature etc., with the words "TAPED (STARDUST) COURTESY.

2. The poster in the Yale Station box is to be changed. A schedule of the posters to be used is posted on the PR Bulletin Board. The posters should be tacked firmly in the box, the lights checked, and the glass cleaned when necessary, which should be nearly every day. The poster should be changed before 9PM.

3. The log should be taken to the YALE DAILY NEWS. You will find the log in my box for two days after your shift day. (MONDAY MAN SENDS UP WEDNESDAY LOG ETC) The log should be handed to someone in the business department, preferably in the afternoon. This is one thing you cannot forget.

4. Proof of performance sheets are to be typed for all written courtesies for regularly scheduled, sponsored PROGRAMS, from the day before you are on duty. In other words, the Wednesday man types up POP for the Tuesday courtesies. Include the times on the POP. These are to be placed in my box when completed. Other courtesies should be filed. Courtesies for sponsored programs are filed after the POPs have been written, and it has been signified on the courtesy that the POP is done. Taped courtesy forms for sponsored programs are to be put in my box. (Camel Stardust etc.)

5. The office must be left neat...the desks clear, the ledge clean, and the shelves and cabinet in good order.

6. A short confidential report is to be written daily covering the PR activities of your day, only relating to the above duties. A word or two every day about the work of your heeler would help give us an indication of their work when the time for PR recommendations arise. I would like to have the reports typed, but it is not imperative. They can be short, if everything goes well, but any irregularities regarding the above proceedure must be explained completely, so steps can be taken to rectify the situation.

The proceedure is in effect immediately.

If you have any questions on the above, I'll be most happy to discuss them with you. Thank you, and lets do the job right.

